



 **Course Objectives**

- Benefits of Electronic Fingerprint System
- Live Scan Vendors with compliant devices
- Submitting Initial Fingerprints
- Acceptable Identifications
- Resubmission Process
- Hard Card Process
- Error Codes
- Name Check Request with Sample
- Billing and Invoices
- Most Recent Changes

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 **Benefits of Fingerprinting**

- Must have a signed Memorandum of Understanding (MOU) on file with NIGC 
- Submission time is completed in minutes
- FBI Responses received within 24 hours (normally 2 – 3 hours)
- Quick notifications of “invalid” fingerprints and resubmissions can be done sooner
- Faster than submitting hard cards

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Live Scan Devices

- Must be compliant with the FBI's EFTS standard.
 - NIGC Electronic Fingerprint Submission Interface Specifications
- Current Live Vendors
 - Cross Match
 - Morphotrust (formerly Identix)
 - Comnetix
 - ID Networks
 - 3M Cogent Systems
 - Advanced Livescan Technologies, Inc.
 - Fieldprint Inc./Truescreen Inc.



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Current Live Vendors

- CrossMatch (85%) <http://www.crossmatch.com/>
- Morphotrust (formerly Identix) (10%) http://www.morphotrust.com/company/comp_contact.html
- Comnetix (2 installations) <http://www.comnetix.com/contactus.php>
- ID Networks (2 installations) <http://www.idnetworks.com/>
- 3M Cogent Systems (3 installations) <http://www.cogentsystems.com/>
- Advanced Livescan Technologies, Inc. (2 installation) <http://www.advancedlivescantech.com>
- Fieldprint Inc./Truescreen Inc. (2 installations) <http://www.truescreen.com>



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Submission of Initial Prints

- Mandatory fields when submitting your prints (See Attachment 1)
- If you make a mistake, send me an email ASAP (i.e., incorrect SSN or DOB; misspelled name)
- Applicants with Sr., Jr., II or III should be entered after last name
- If you see the following statement on a RAP sheet: **"A CRIMINAL HISTORY REQUEST NOTIFICATION(S) WAS SENT BY THE FBI TO THE FOLLOWING ORGANIZATIONS, EXCEPT FOR THOSE INDICATING THAT THE REFERENCED SUBJECT IS DECEASED."** This means that the state is not obligated to report the to the FBI that the applicant is deceased
- Reason Fingerprinted field, must read **"INDIAN GAMING LICENSEE"**

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Acceptable Identifications

- Driver's license
- State-issued photo identification card
- Military photo identification
- Passport or national photo identification
- Tribal identification card



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Resubmission Process

- Bring the applicant back into the office
- Resubmit within 45 days from the first "invalid"
- Generate a new set of prints, which will generate a new TCN number automatically
- Do the prints as normal
- In the **TCN TCR** field, manually enter in the **FBI TCN** number that starts with E2017
- At the end of the screen, you should see the "**Resubmit**" button
- If you send in the initial set of prints, they will come in as "duplicate" prints
- The error "**E0006**" doesn't count as an invalid submission. It means that the dates aren't in sync (submission date and date printed)

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Hard Card Process

- When sending in your hard cards, make sure to manually write "**INDIAN GAMING LICENSEE**" in the Reason Fingerprinted field
- Make sure that the applicant signs the hard card
- Incomplete hard cards will be sent back
(See Attachment 7)
- It should take 3-5 days including FedEx or mailing for the response to be returned to you
- If you need hard cards, please send me an email with the following:
 - POC to mail them to , Address, Number of cards needed
- Sample Fingerprint Card (See Attachment 8)

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Error Codes

- VPN Error Codes (See Attachment 2)
 - If you have issues establishing a connection
- Most Common Rejected Prints (See Attachment 3)
 - L0008.....low quality of prints
- Transaction Rejection Codes (See Attachment 4)
- State Identification Bureau Contacts (See Attachment 6)
 - List of contact phone numbers if you submit to the state and NIGC

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Name Check Request

- Name Search Check Request requires two invalid submissions
- The error code **“E0006 The value of element 1.05 is inconsistent with the value of element 2.038”** is NOT a valid error
- 4-6 weeks for results to come back
- Must use CJIS Name Check Request Form 2017 (See Attachment 5)
- Complete **ONLY** the bottom half of the form
- Must put the two TCN numbers that start with **E2017**
- Send all Name Search inquiries to myself

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Sample Name Check

Subject of Name Check

- Two Transaction Control Numbers (TCN, E#s) of the subject's fingerprint submission:
 - (1) **E201720151210110085** (2) **E201720151210141159**
 -
 - *Name: DEBORAH NORTON *Alias: N/A
 -
 - *Date of Birth: 01/03/1965 Place of Birth: DC Sex: F Race: B
 -
 - *Social Security Number: 123-45-6789 Miscellaneous Number: _____
 -
 - State Identification Number: _____ OCA: BCCONT01
- *Items in RED are mandatory fields.

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Billing/Invoices

- Billing/Invoices are handled by Beverly Carter
- They are sent out at the beginning of the month for the previous month submissions
- Send updated POC and mailing address to Beverly Carter
[@beverly_carter@nigc.gov](mailto:beverly_carter@nigc.gov)

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Things to Remember

- When an applicant is up for renewal, **DO NOT** send an old set of prints 
- If you're unsure if a submission was received, please email or call me before resubmitting
- If you're waiting for a response or missing one, please email or call me before resubmitting
- If within your submission software it reads **"Queued for Transmission"**
- Live scan device calibrated or clean
- Changes in staff, married/divorce, email address

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Most Recent Changes

- NIGC Correct Mailing Address 
 - NIGC Attn: (whoever it is addressed to)
 - C/O Department of the Interior
 - 1849 C Street N.W.
 - Mail Stop #1621
 - Washington, D.C., 20240

- 2017 CJIS Name Check Form

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 **Questions & Answers**



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